PART 2006 - MANAGEMENT

Subpart X - Policies for Locally Developed Applications Software

§2006.1151 <u>General</u>.

　　This Instruction establishes policies, responsibilities, and procedures concerning development, use, approval, and distribution of locally developed applications software.

§2006.1152 <u>Definitions</u>.

　　<u>Information Resources Manager</u>. Senior State official responsible to the State Director for automation activities within a State. Synonymous with Automated Data Processing Coordinator.

　　<u>Locally developed applications software</u>. Locally developed applications software is designed, developed, tested, and used by Farmers Home Administration (FmHA) employees in County, District, or State Offices. The applications software relies on existing word processing, spreadsheet, and database software tools available to field offices.

　　<u>Programmed software</u>. This includes executable programs written using (in whole or in part) higher level languages or tools such as BASIC, C, Unix Shell, and Oracle SQL.

　　<u>Software Review Team</u>. A Software Review Team is established to expedite clearance and approval of software proposed for installation at one or more sites in more than one State. Computer specialists are appointed to the team by the Assistant Administrator for Information Systems Management (AAISM). The Deputy Administrators appoint the appropriate FmHA program or administrative specialists. The originator and/or the Information Resources Manager from the State submitting the documentation may be requested to participate as a team member.

§2006.1153 <u>Policy</u>.

　　The following applies to all software to be installed on FmHA owned or leased computers:

　　(a) All programmed software activities within FmHA shall follow life cycle management procedures and comply with the requirements of FmHA

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Instruction 2006-V. In a continuing effort to improve software usability and quality, field office employees are encouraged to become increasingly involved in contributing to the development of programmed software by participating in life cycle management activities, such as defining field user requirements and functional specifications, evaluating existing programmed software and recommending enhancements, developing user acceptance test criteria, conducting user testing, and evaluating programmed software developed by the Agency.

(b) State Directors may authorize employees to work during normal duty hours on the development of applications software.

(c) Automation of repetitive, resource-intensive tasks that must be performed in field offices is intended to free employees to more efficiently serve the public. Locally developed applications software used to prepare reports, determine office budgets, to track administrative or other similar activities, is encouraged. Locally developed applications software shall not be used to determine eligibility for loans, grants, related servicing actions, or otherwise impact an applicant or borrower, either directly or indirectly. Recommendations for software that would affect borrowers or applicants must be submitted on a Form RD2006-15, "Request for Automation" to the appropriate Information Systems Management (ISM) organization as prescribed in RD Instruction 2006-T.

(d) County, District, and State Office employees are to use vendor software packages approved as "FmHA defined official software" in accordance with the unnumbered letter issued periodically by the AAISM, and currently installed on local office equipment to develop spreadsheet applications, database applications that prepare reports from existing databases, graphics applications, and word processing applications to accomplish applicable office operations.

(e) Locally developed applications software shall:

(1) Improve the efficiency and effectiveness of FmHA operations;

(2) Complement or support Agency program or administrative procedures/policies rather than operate counter to, revise, or otherwise alter them;

(3) Not duplicate or replace (in part or in total) a process performed by Official Agency Automated Systems. (Employees are encouraged to submit ideas and suggestions for improving Official Agency Automated Systems through their State Directors.);

(4) Not alter the operating system, environmental variables, any proprietary software (such as Microsoft Word, Prelude, Oracle), the AT&T utility software, or official Agency software listed in the unnumbered letter issued periodically by the AAISM;

(5) Be evaluated and tested by the developer for accuracy and assurance that it has no impact on other software;

(6) Be supported by full documentation that consists of software documentation, operating instructions, and installation/deinstallation instructions; and

(7) Be evaluated and maintained in accordance with National and State policies and procedures as well as Federal regulations and guidance on software development.

§2006.1154 <u>Review and approval</u>.

(a) <u>Applications software installed at more than one site within a State</u>. Software proposed for installation at more than one site within the State Office jurisdiction shall be forwarded to the State Information Resources Manager for evaluation, clearance and approval in accordance with Agency policies and any policy established by the State Director before it is installed at more than one site. The State Information Resources Manager shall assign responsibility for the support, use, and maintenance of such software.

(b) <u>Applications software installed in more than one State.</u>
Prior to being installed at one or more sites in more than one State, applications software shall:

(1) Be submitted for review (along with all accompanying and appropriate documentation) and recommendation to the State Information Resources Managers involved in accordance with policy established by each State Director; and

(2) Be submitted to the Software Review Team in the National Office for expedited evaluation, testing, and approval.

§2006.1155 <u>Roles and Responsibilities</u>.

    (a) The AAISM is responsible for:

        (1) Implementation of RD Instruction 2006-V;

        (2) National configuration management of all Agency computer equipment and software;

        (3) Evaluation, design, management, and distribution of all Agency software at the national or multistate level;

        (4) Assessing locally developed applications software for multistate and nationwide applicability and assuring on-going maintenance and support;

        (5) Establishing and managing the Software Review Team;

        (6) Monitoring utilization of Agency automation resources; and

        (7) Coordinating with the appropriate program or administrative organization in the National Office to provide support for applications software to be installed on a national or multistate level.

    (b) The Software Review Team is responsible for evaluating software andrelated documentation submitted by a State for implementation on a multistate or national level, making recommendations to the AAISM for approval or disapproval of such software, and preparing a response to the State Office. (Revised 09-04-96, PN 265.)

    (c) State Directors have responsibility for:

        (1) Establishing a State policy for the design, development, testing, maintenance, clearance, and approval of locally developed applications software including its review by the applicable State program chief;

        (2) Ensuring that applications software developed and distributed within their State are compatible with existing hardware and software configurations;

        (3) Monitoring locally developed applications software efforts to minimize the number of redundant applications in their State;

(4) Providing evaluation, approval, training, support, and maintenance of locally developed applications software installed at more than one site within their State jurisdiction; and

(5) Submitting for evaluation and review locally developed applications software that is recommended for distribution to another State.

(d) Information Resources Managers have responsibility for:

(1) Reviewing, evaluating, testing, and approving applications software and related documentation in a timely manner and in accordance with national and State policy prior to installation at more than one site within the State;

(2) Training or appointing designated personnel that have adequate experience and/or training to train other personnel on applications software developed within their State; and

(3) Assembling and submitting a complete package consisting of all appropriate documentation and applications software to the Software Review Team when the application is proposed to be considered for use in multiple States.

§2006.1156 Submitting requests to the Software Review Team. All requests to the Software Review Team shall be submitted by the State Director to the AAISM and shall include, at a minimum, a cover letter, Form RD 2006-15, and supporting documentation. The cover letter shall request review by the Software Review Team and list all attachments and enclosures. In addition, the request must establish the following:

(a) description of the problem or need for automation;

(b) What the application software will do, how it will meet the need, and who the user group will be;

(c) The relationship to other software and/or applications software, if any;

(d) Recommendation on how and by whom it will be maintained;

(e) Benefits and costs associated with implementation, to the extent they can be identified; and

(f) The impact of not implementing.

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